

**For:** State and County Offices

**Commodity Certificate Exchange Weekly Reports and Completing CCC-676**

**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Background**

Notice LP-1723 provides reporting guidelines for submitting weekly reports to PSD on the commodity certificate exchange activity.

The APSS repayments subsystem has been modified to provide enhancements to:

- reactivate the commodity certificate repayment option
- facilitate commodity certificate exchanges.

Notice PS-345 provides instructions for using APSS to process commodity certificate exchanges. Since APSS has been modified, the manual submission of the commodity certificate exchange weekly activity is no longer required. Also, CCC-676 will be required only if the commodity certificate exchange cannot be recorded immediately through APSS.

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**B**

**Purpose**

This notice provides instructions for:

- completing CCC-676
- recording the commodity certificate transaction number on CCC-681-1A
- no longer requiring the submission of the manual commodity certificate exchange weekly activity report.

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**Disposal Date**

October 1, 2000

**Distribution**

State Offices; State Offices relay to County Offices

## Notice LP-1728

### 2 Action

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#### A County Office Action

County Offices shall:

- for commodity certificate exchanges **immediately** recorded through APSS:
    - **not** complete CCC-676 according to instructions provided in Notice LP-1723
    - record the transaction ID number assigned by APSS and printed on the CCC-500 on CCC-681-1A, item 11
  - for commodity certificate exchanges **not** immediately recorded through APSS, continue to:
    - complete CCC-676 according to instructions provided in Notice LP-1723
    - assign transaction numbers on CCC-681-1A and cross reference the APSS assigned transaction number from CCC-500, as applicable.
  - no longer be required to FAX copies of CCC-676 to the State Office
  - complete CCC-681-1A and CCC-694-1 according to instructions provided in Notice LP-1723.
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#### B State Office Action

State Offices shall:

- no longer be required to submit commodity certificate exchange weekly activity reports, according to Notice LP-1723, to PSD
  - ensure County Offices are following procedure provided in Notice LP-1723 for completing CCC-681-1A and CCC-694-1.
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